

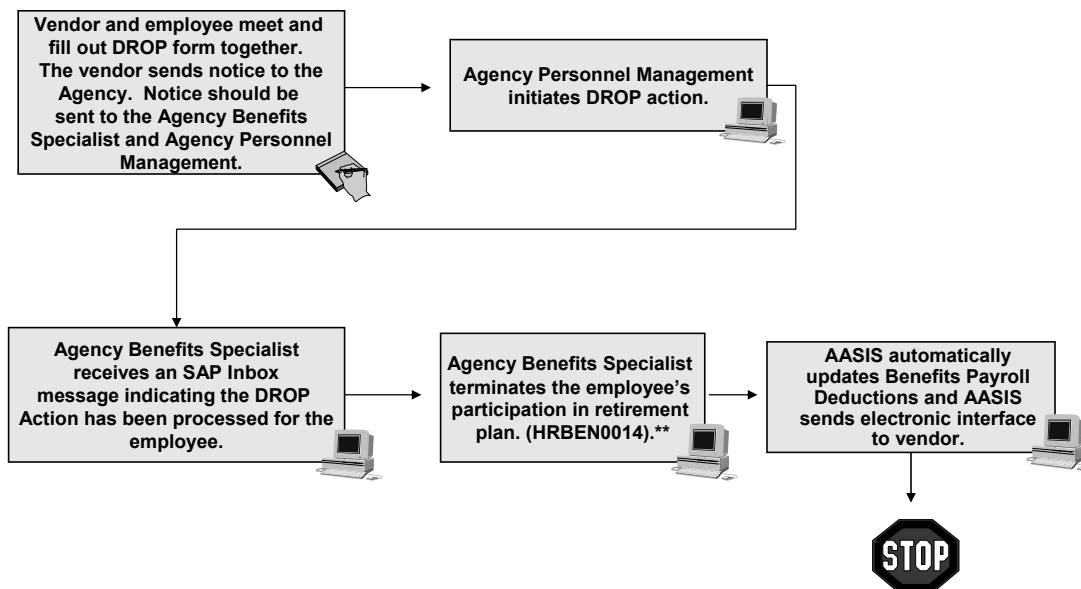


# **HRBEN BENEFITS ADMINISTRATION**

## **Chapter 12 – DROP**



## Employee DROP Task Flow



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July '04, Revised to V5.0

12-2

**\*\*** Arkansas State Police uniformed commissioned officers remain enrolled in their retirement plan after entering the DROP.

**\*\*** For employees participating in the Teacher Retirement Plan and enter the T-DROP on 9/1/2003 or after, the Agency Benefits Specialist should process the following:

1. Through PA30, create Adjustment Reason infotype with the option "Misc Benefit Change" effective the first day of the month/1<sup>st</sup> day of the DROP Status.
2. Enroll the employee in ATRS T-DROP 13%.

**Note:** This delimits the ATRS Retirement Plan.



## **Exercise**

### **Scenario #12**

- You receive an SAP Inbox message notifying you that a DROP action has been completed on an APERS employee. Process the Benefits DROP transaction on the employee.





## Demonstration

- Perform Benefits DROP

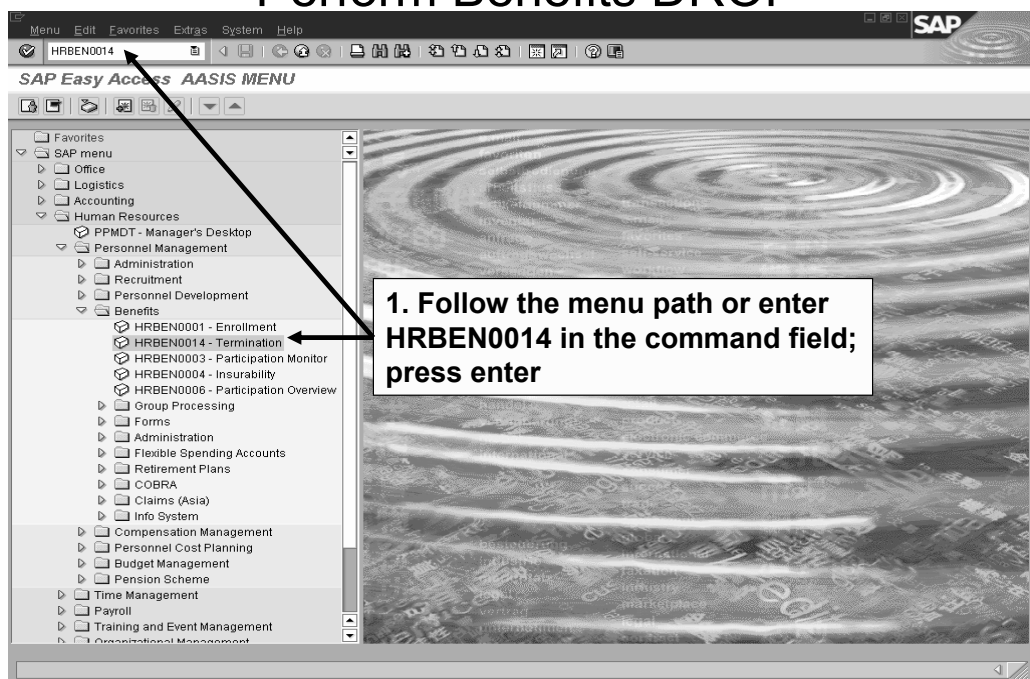
Human Resources > Personnel Management >  
Benefits > Termination  
**(HRBEN0014)**



**Note:** Before you process this transaction, you **MUST** be sure that the person with the role of Personnel Management has processed the DROP action in AASIS. Otherwise, your transaction (HRBEN0014) will not process properly.



# Perform Benefits DROP





# Perform Benefits DROP

The screenshot shows the SAP 'Termination of Plan Participation' screen. The title bar includes 'Termination', 'Edit', 'Goto', 'System', and 'Help'. The main window has a 'Termination for' field with a date of '07/16/2004' and an 'Overview' button. Below this, there are fields for 'Personnel no.' (containing '20') and 'ID number'. A 'Select' button is located below the 'ID number' field. On the left, a table lists personnel data:

Pers.No.	Name
20	Susan Vollman

Three numbered callouts with arrows point to specific elements: '4. Click to Enter' points to the 'Termination' button in the top left; '2. Enter the employee's personnel number' points to the 'Personnel no.' field; '3. Click to change the date to the last day the employee is eligible for Retirement Benefits' points to the date field '07/16/2004'.



## Perform Benefits DROP

**Note: Date reflects the last day employee was eligible for Benefits.**

Termination of Plan Participation

Termination for  
Name ALTHEA L. PARHAM on 07/31/2004 Overview

Stop participation Display plan Error list

Validity period Action Date

☐ Medical  
☐ Basic Life  
☒ 401(a)

6. Click Stop participation

5. Select the employee's Retirement plan by clicking in the box to the left of the plan

HRBEN0014 sapecs INS



# Perform Benefits DROP

Termination Edit Goto System Help

SAP

**Termination of Plan Participation**

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name

20	Susan Vollman
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Termination for

Name Susan Vollman on 07/16/2004 Overview

Stop participation Display plan Error list

Validity period Action Date

☐ Medical  
☐ Basic Life  
☐ Optional Life  
☐ Opt. Life Post  
☒ 401(a)

Termination of Plan Participation

Plan type

401(a)

Stop participation

**Note:** Verify that you have selected the correct Plan for Termination

**7. Click Stop participation**





# Perform Benefits DROP

SAP

Termination Edit Goto System Help

Termination of Plan Participation

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name

20 Susan Vollman

Termination for

Name Susan Vollman on 07/16/2004 Overview

Stop participation Display plan Error list

Validity period Action Date

☐ Medical

☐ Basic Life

☐ Optional Life

☐ Opt. Life Post

☒ 401(a)

Termination of Plan Participation

For 1 of 1 plan types, plans have been delimited or deleted

Note: A message will display indicating the number of Plans stopped for participation

8. Click on the green check mark



## Perform Benefits DROP

Termination of Plan Participation

9. Click 'Back'

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name

Pers.No.	Name
20	Susan Vollman

Termination for

Name Susan Vollman on 07/16/2004 Overview

Stop participation Display plan Error list

Validity period Action Date

- ☐ Medical
- ☐ Basic Life
- ☐ Optional Life
- ☐ Opt. Life Post
- ☐ 401(a)



# Questions and Answers

